

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Briefing Notes for DD/A Quarterly

FROM:

EXTENSION

NO.

DATE

25 June 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/PPG
Attn:

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Please note
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ISSG on Tech
Div. you may
want to check
these figures.

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3 February 1984

MEMORANDUM FOR: Director of Security

25X1 FROM: [REDACTED]

Deputy Director of Security (PSI)

SUBJECT: SORT
(Field Office Participation)

1. The Office of Security is behind the power curve in recruiting new professional employees. With continued attrition and an expanding T/O, there is a need to modify the SORT selection process. The field offices have been playing a role in developing applicants, and, in this regard, [REDACTED] as having forwarded approximately 12 good applicant prospects. There is a need for greater participation by the field offices, and I believe it can be achieved in a more direct way.

2. I would like to propose that each field office be given an allocation to hire individuals for their office. The individual office would develop the recruits on their own and sometimes with the assistance of the Office of Personnel recruiter in their area. They would obtain the PHS, do the SORT interviews and arrange and obtain the results of the PATB. After being satisfied that the individual is a good prospect, they would forward, by express mail, their recommendation to Headquarters. On approval from Headquarters, they would commence the field investigation and Headquarters would arrange for polygraph and medical. The individual would then enter on duty with the field office. In most cases, the individual would be told that he would serve the first two years in the field office and thereafter would be considered for a transfer to Headquarters. Flexibility would continue to be the cornerstone of the selection process and the job would still be explained as that of a professional security officer and not just an investigator.

3. This process would give the field incentive and goals to recruit individuals that are desperately needed at this time. This is not unlike most Federal agencies that recruit and hire away from the Headquarters city. I would propose that the following minimum goals be assigned: [REDACTED]

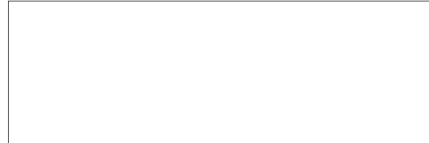
WARNING HOUSE
IN THE CITY OF WASHINGTON
ON MARCH 1, 1984

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4. I have informally discussed this proposal with some of my senior officers and special agents in charge and they are of the opinion that modifying the existing SORT program to accommodate field office recruiting would be a good idea. It should be noted that in this current fiscal year, PSI was allocated 26 new positions; most are unfilled at this time. On 1 October 1984, 37 additional positions will be allocated to PSI. I believe the only way that we can hire the number of people that we need is with this modified program. I would like your approval to start this program immediately.

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All portions of this
memorandum classified
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*Dir of Security
Approved this Program.*

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TAB B.

TO BE OPENED BY ADDRESSEE ONLY

6 FEB 1984

Headquarters

MEMORANDUM FOR: Special Agent in Charge

25X1

SUBJECT: SORT
(Field Office Recruitment)

1. Attached is a memorandum, dated 3 February 1984, that was directed to the Director of Security by the undersigned. At a meeting of Office of Security senior officers that was held on 6 February 1984, this proposal was discussed in great detail. The Director of Security approved the program and asked that it be implemented immediately:

2. Field office goals are established in paragraph 3. Hopefully, 21 new professional security officers can be hired by this system within the next few months. In order for new hires to be trained in the second SORT class of CY-1984, they will need to EOD by the first week in May 1984. Candidates that are not available for the May training will be considered for the third SORT class CY-1984 that will commence on 13 September.

3. This program will be a supplement to the existing SORT recruiting effort at Headquarters. The success of this program is up to you. There will be many administrative details that you will have to overcome; let me cite you a few:

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The [] should write-up his interview of the applicant ending with a recommendation as to whether or not he should be hired. If he obviously is not a good candidate, the processing can be stopped immediately. If he is a good candidate, a second interview can be arranged with the [] senior agent. This, in turn, would be written up. A second interview should be conducted covering personnel security, and when written up, the security interview should be in one memorandum. If the individual is a good candidate, you should arrange for him to take a PATB test. The results of the PATB can be obtained by Headquarters and forwarded to you. After you have received the completed PHS, results of the PATB and have documented the security interviews, you should make a recommendation to Headquarters to hire. Headquarters will immediately respond by advising you that a Personnel action is being cut to commence security and medical processing. Once this approval is received, you can conduct field investigation in your area immediately.

- (c) Salary and Fringe Benefits - Applicants who are fresh out of college with an undergraduate degree are hired at the GS-07 level, with a master's degree or an advanced degree, they are generally hired at the GS-08 level. Applicants with applicable experience can be hired at GS-09 or higher. In each instance, Headquarters will determine the grade level.

Individuals entering on duty in the field are not entitled to mobility incentive. In addition, in the

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four offices that presently receive addition to compensation, applicants who are entering on duty in the metropolitan area are not entitled to additional compensation; the rational, they live in the defined metropolitan area and are incurring no additional expenses in joining this organization. In each case, the judgement on addition to compensation will be handled by Headquarters.

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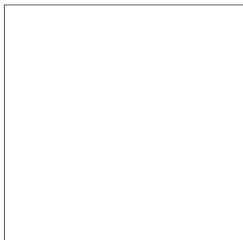
4. [] is the focal point for all of your inquiries in handling the administrative aspects of this program. He will work very closely with the Personnel Management Staff and with the SORT chairman. If you have any questions concerning this procedure, I will be glad to discuss them because I am very much interested in seeing this program work. I must admit that the administrative details are rather heavy and perhaps this program will not be any faster than existing SORT; I still feel it is worth a try. I wish you the best of luck.

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Attachment

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memorandum classified
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